

Standard: PS0001.02	Category: Physical Security	Version Date: 02/22/2010
Title: Physical Security of HSC Facilities		Effective Date: 03/31/2005
Originating Unit: Security Program for the Information and Computing Environment Project		Last Review: 12/04/2009
Reviewer: HSC Chief, Information Security		Next Review: 12/04/2012

Purpose:

To establish standard practices for physical security of the HSC facilities.

References:

1. Policy PS0001: Physical Security of HSC Facilities
2. Building Services Division, UF ID Card Policy & Procedures
<http://www.bsd.ufl.edu/G1C/idcard/mission.asp>

Standard:

1. Workspaces, offices, patient care areas, laboratories, conference rooms, storage rooms and other similar spaces shall be locked when vacant unless purposed for public access.
2. Faculty, staff and students shall visibly display their UF Gator1 or other approved identification badge at all times when at an HSC facility unless work requirements specify otherwise.
3. Contractors must adhere to the policies, standards, and procedures of the Facilities Planning and Construction Department, including those pertaining to identification cards or badges.
4. All employees shall be vigilant of suspicious activities or circumstances and report immediately to the appropriate authority.